

MINUTES



Noadswood

BOARD: Full Governing Board

SCHOOL: Noadswood School

DATE: Monday 9th May 2022

TIME: 19:15hrs – 21:35hrs

VENUE: Remotely – via Teams

ATTENDED: Sarah Balson (SB) Parent Trustee left at 20:44hrs
Kathryn Marshall (KM) Head Teacher
Gary O’Flaherty (GO) Trustee – Member appointed
Helen Sanderson (HS) Parent Trustee joined at 20:58hrs
Tim Sunderland (TS) Trustee – Member appointed left at 20:44hrs
Neil Wright Parent Trustee

ATTENDING: Matt Abbott (MA) Staff representative left 20:55hrs
Matt Hewitt (MH) Deputy Headteacher
Steven Pike (SP) Staff representative left 20:55hrs
Pippa Smith (PS) Staff representative left 20:55hrs
Louise Instone Clerk

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome and Apologies: Those present were welcomed by the Chair
2	Procedural items: 2.1 Apologies for absence Apologies were received from Neil Cotton, Alison Munden. Helen Sanderson advised she was working late and would join the meeting as soon as she could. 2.2 Confirmation of Quorum The meeting was confirmed as quorate. 2.3 Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting.
3	Any Other Business: To consider any urgent items of business that need to be added as AOB for the end of the meeting. No items were added.
4	Minutes: The minutes of the previous meeting on 27 th January 2022 were approved by all.
5	Matters Arising from the Minutes: See the list at end of the minutes.



6	<p>Correspondence: To note any correspondence received by the Trust / Chair</p> <p>No new items were received</p> <p>Update on a previous item: Complaint about the safeguarding system that went to ESFA from a parent. ESFA are happy with the school's safeguarding system and has no concerns, they have closed this item. The school is now working with the parent and child to move the situation forward. Chair confirmed he was very happy with the process initially and when answering ESFA's queries.</p>
7	<p>Safeguarding/Child Protection. To note any matters for the Committee to be aware of.</p> <p>There are no new matters of concern to report</p>
8	<p>Chair for September 2022</p> <p>Chair of Governors informed the meeting he will be resigning as Chair of Governors and from the committee on 31st December 2022. He explained this was a personal decision and hoped his notification of intention gave time to find another Chair.</p> <p>The school still needs a vice-chair with immediate effect, but nobody put their name forward.</p>
9	<p>Inset days for academic year 2022/23</p> <p>This was discussed at the recent School Improvement Committee meeting, and they were happy to approve the 6 days for INSET rather than 5 days.</p> <p>HT confirmed that legalities of this have been checked and all is in order.</p> <p>Proposal for next year's 6 INSET days.</p> <p>1st September – speaker on assessment and retrieval 30th September – performance reviews 31st October – disaggregated day to enable twilight CPD 3rd January – assessment and retrieval part 2 20th February – department curriculum days 21st April – inset with everyone across the waterside</p> <p>Full Governing Board approved this proposal for 6 INSET days 2022/2023</p>
10	<p>Finance Audit Completion update/Internal Audit Update</p> <p>Sam Lock has worked with the school through the audit action points. All bar one will be completed. The scheme of delegation has been paused due to the MAT consideration.</p> <p>Internal audit visit In line with the visit schedule, trustees have previously approved, the next items to be covered are: aspects of governance compliance and cyber safety practice, working with MH and Luke. This will take place end of May/beginning of June.</p>
11	<p>Management accounts</p> <p>The school has been behind with its reporting by 2/3 months. The school is now looking at a deficit of £220,000. This will take a large amount of the surplus. The budget needs to be robust for next year.</p> <p>Trustees were concerned there doesn't seem to be control of the budget and how it is being spent. It has to be the focus over the next period to set the school up for the next year.</p>



	<p>Chair asked what can be done to make it more robust?</p> <p>KM explained getting behind with the reporting hasn't helped in terms of controlling the budget. The next piece of work will be to come up with a recovery plan to reduce the deficit as much as possible.</p> <p>TS explained the budget needs to be looked at and whether this can be recovered but to control the base budget there needs to be monthly reporting. If it is the same next year that will take a lot of the surplus again. The budget needs to be controlled to ensure it doesn't affect the education of the children. Not sure if it can be saved this year, in the next 3 months the focus should probably be on next year. There needs to be a review of spending and if it doesn't impact the students then it shouldn't be spent.</p> <p>KM explained the school will be in a better position next year in terms of building it</p> <p>Trustees asked to see the budget asap to see where it can be reduced.</p> <p>GO suggested a set of actions are needed to show the concern and what is being done.</p> <p>KM suggested AD creates a timeline of when the information will be available. Budget request forms are with subject leaders now. The timeline will enable trustees to hold the school to account.</p> <p>Trustees reiterated the reports need to be produced timely and then they can be reviewed. That is the system that works and needs to be in place. This will help to avoid money being spent on a deficit rather than students.</p>
<p>12</p>	<p>Headteacher's Report (Verbal) To include: Trusts Strategic Objectives</p> <p>Trustees' Data Dashboard – SEND, Attendance, Suspensions, Teaching colleague absence This was presented in a different and hopefully easier format for trustees.</p> <p>Trustees reflected that behaviour issues seem to have increased along with exclusions.</p> <p>KM explained that happens every year, year on year there are higher levels of suspensions in the spring term rather than in the early part of the year. There was a presentation at SIC looking at the underlying causes of suspensions and action plans in place for every child who has been excluded. Real time tracking of every child and the interventions being in place.</p> <p>The flexible learning base on site has been reopened and this means some students who would be suspended can stay in school. The school is planning to use outside agencies to support students and are looking at funding from community partners. It is a relatively small number of students who are suspended a number of times.</p> <p>Trustees asked if the school was unduly concerned with the suspension numbers?</p> <p>KM explained life has changed so much for the young people, it is hard to track trends due to the interruptions to education from Covid. Whilst it is a minority, the school is struggling to include them in school as relationships haven't been able to be built as well due to Covid. Due to the large increase in the social and emotional needs of students and increased students with EHCPs, this has impacted on the time of the pastoral team.</p>



MH reflected previously these students would be in years 10/11 and now there are more in years 7-9.

Agencies are supporting the school, but the students involved in social media bullying and creating negative Tik Toks have been mostly in year 7.

Trustees agreed the suspensions were extensively covered at the SIC meeting. There was also concern for the number of days illness.

KM explained the during the last half term the school was hit with Covid.

Professional learning: current focus next steps and upcoming events

ER added a PowerPoint to the GovernorHub reflecting the professional learning in place for the school to ensure all trustees are aware. ER attended the SIC meeting to explain this further.

Trustees asked how the impact of this training will be measured?

KM explained that the projects are woven into the school key objectives, literacy and reading outcomes.

Curriculum and Staffing Update, Assessment summary (as per DCr presentation to SIC)

A spreadsheet was shared reflecting the integrated curriculum and financial planning – teaching versus balancing the curriculum as much as possible with subject specific teachers. Contact ratio is moving closer to 0.78, this ensures colleagues are in front of students as much as possible.

Recent recruitment:

- Part time teacher of History & Geography
- 3 maternity posts for next year have been covered
- Geography Leader (initially part-time will be full-time)
- Flexible working has been requested in MFL

Vacancies:

- Computer Science teacher (Computer Science has not be offered as a year 10 option this year)

The staffing surplus is still large but is getting smaller, this will help when creating the timetable.

Progress and assessment – MH – shared the PowerPoint on student progress. Year 11 mocks have just been completed this was their second set of mocks so the year 11 data is accurate. Department meetings on this data are taking place in order to provide more support where this is needed.

Year 9/10 end of year exams in June/July – these will happen in the school hall as it is important for them to experience formal exams.

As previously discussed, the decision that students should drop a science will affect the Progress and Attainment 8 figures but more importantly will benefit the students.

There has been an increase in students gaining a grade 4 and 5 plus in English and Maths than was recorded in 2018/19.

The gap for disadvantaged students has increased at Noadswood and nationally and departments are working hard to support these students.



EBAC entries (students who take English, Maths, Science, a language and History or Geography) are lower than we would want, and this is being addressed by guiding students when they make their choices.

Chair reflected the progress and assessment is as has been previously predicted, there are no surprises.

Trustees asked what Ofsted would say on the progress made of students?

MH explained this data would be shared with them, but they won't make judgements against this. They are more concerned with the quality of the curriculum and the school has a strong rationale for that. There is evidence that decisions made have been for the pupils best interests.

KM agreed the school has strong evidence for the curriculum development work, team leaders and SLT have been working hard on that.

SEND Strategic Plan

KM shared the SEND strategy plan – this is a work in progress.

The attainment and outcomes of the SEND students shows the impact of the CPD staff have received.

SEND students have been analysed and this shows where there are gaps and ensures key actions can be put in place for staff and students.

Colleagues who are working with SEND students must have the training they need. There has been whole staff CPD over the past years but the cross over with additional needs and behaviour specific training. There have been learning walks with a SEND focus. Students have been engaging with the curriculum and demonstrating progress across their learning.

LSAs will receive coaching once a term and will be observed in the classroom.

Mark Armitage has been visiting the school once a half term to ensure the actions are in place and they are tracked and monitored in the correct way.

AM is going to visit the school and review the objectives and work on a timeline for monitoring.

Careers Education and Information, Advice and Guidance

KM asked trustees to look at careers education page, on the website. It has been updated in light of newest DfE guidance around careers education. Linked to that KM shared the new careers policy, this now reflects what the school is doing.

KM asked for questions and approval of the policy

Trustees approved the revised Careers Policy

The school hasn't had a Careers Lead since the first lockdown and they are now advertising for one, this is already included in the budget.

Use of the Schools-Led Tuition Premium – Y10 and Y7

There was a detailed update at the SIC meeting. It was explained the DfE have now changed the way this money can be used so more schools can access it. This will support the key objective for the whole school to improve literacy. This will be spent on Years 7/8 and 10.



	<p>Events/Trips and Visits until the end of term</p> <p>List of events to the end of the Summer term were posted in the meeting papers.</p> <p>The school is very much looking forward to welcoming parents and carers back into the school.</p> <p>Change of date of two trustee meetings</p> <p>FGB on 4th July is changing to 7th July</p> <p>Finance, Audit & Risk Committee is changing from 14th July to 19th July</p> <p>Trustees who can't attend, please let LI know.</p> <p>Ofsted</p> <p>Up to date information for trustees is being put in a folder on the GovernorHub in readiness for the Ofsted visit. To assure trustees Team Leaders have everything in place for the visit and have been completing curriculum deep dives.</p> <p>ACTION: Trustees to review the Ofsted documents on the GovernorHub and ask any questions: Trustees</p> <p>Update on use of the capital pot, and cleaning tender update</p> <p>The Wi-Fi work has been secured and will take place in the summer break. Luke secured the cost before prices increased.</p> <p>All monies spent has been in line with the audit.</p>
13	<p>Risk Register – Being dealt with by each committee</p> <p>Financial concerns were raised in item 11.</p> <p>The risks have been reviewed at the relevant committee meetings and have been minuted.</p>
14	<p>Reports from Committees and opportunities for questions:</p> <p>Finance Audit & Risk – approved the spend for the wireless update, make progress with those closeouts, wrote off bad debts and went through risk items but nothing of concern, budgets and maintaining the budgets and reporting was discussed under item 11.</p> <p>School Improvement Committee – Nothing of significance, all key items were reported in the Head's report.</p> <p>Pay & Personnel Committee – support staff performance management reviews have taken place and recorded in the correct way. ECTs are doing well and mentors are supporting them well.</p>
15	<p>Governor recruitment</p> <p>A parent has shown interest in becoming a governor, she has the application forms, and this will be followed up.</p> <p>Anyone who knows anyone who may wish to be a governor, please ask them to email KM.</p>
16	<p>Governor visits</p>



	<p>AM is going to visit Redwood and look at SEND strategic plan and timeline.</p> <p>AM is going to do a visit to cover an item off for Health & Safety.</p> <p>GO is doing a safeguarding visit and will review the single central records.</p> <p>TS has visited the school to have a look round and review Health & Safety. He explained it was a worthwhile visit.</p> <p>GO is reviewing the safeguarding with HL</p> <p>SB offered to visit the school to monitor the impact of the professional learning roadmap.</p>
17	<p>Governor Training</p> <p>Health & Safety Training reminder Tuesday 28th June at 6pm to be held at Noadswood School</p> <p>Whole Governing Board Training 22/23</p> <p>After some discussions it was decided that next year focus for training would be on the difference between Governing a SAT and a MAT.</p> <p style="text-align: center;">ACTION: KM to look for Governor MAT training: KM</p>
18	<p>Scheme of Delegation</p> <p>This item is on hold while a decision is being made on moving from a SAT to a MAT. This is in agreement with the internal scrutineer. This will be kept on the agenda for the future.</p>
	<p>Policies to be agreed</p> <p>The Careers Policy was approved under item 12</p>
19	<p>MAT Developments (confidential)</p> <p>This item is minuted in the confidential minutes.</p>
20	<p>Any Other Urgent Business (AOB):</p> <p>Nothing was added</p>
	<p>Meeting Dates</p> <p>To confirm the following meeting dates:</p> <p>Thursday 7th July 2022</p>
	<p>The meeting was adjourned by the Chair at 21:35hrs</p>
	<p>To identify any matters to be recorded in the Confidential PART B minutes</p> <p>MAT Strategy to be added to the confidential minutes.</p>

Matters arising from the minutes of the Full Governing Board held on 9th May 2022.

Item	Action	Actionee	Status
12	Trustees to review the Ofsted documents folder on the GovernorHub and ask any questions	Trustees	
17	KM to look for Governor MAT training	KM	

Matters arising from the minutes of the Full Governing Board held on 27th January 2022.

MINUTES



Item	Action	Actionee	Status
12	Advise if the statutory number of days required in school for students will still be achieved if there are 6 INSET days for staff.	KM	Complete INSET days approved by SIC
12	Clarity on the number of INSET days this year as there appeared to be 6	KM	Complete & INSET Days approved by SIC

Matters arising from the minutes of the Full Governing Board held on 5th July 2021.

Item	Action	Actionee	Status
13	Add updated Consultancy Policy to GovernorHub	KM/LI	Ongoing

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	